

Marin County Community Development Agency

Alex Hinds, Director

PRECISE DEVELOPMENT PLAN FACT SHEET

DEFINITION

A precise development plan consists of written and graphic material setting forth a specific development scheme for all or a portion of a parcel of land for which a master plan has been approved. (Please see a separate fact sheet titled "Master Plan.") No development and/or land improvements and/or building construction is allowed until a precise development plan is approved for a portion of, or for the entire area of, the master plan.

In order to approve a precise development plan, the reviewing authority must find that it is in substantial conformance with the approved master plan.

TIME FOR PROCESSING

Generally, action is taken by the reviewing authority within 4 to 6 weeks from the date when the application is deemed complete.

APPLICATION PROCESS

STEP 1 SUBMIT APPLICATION AT ZONING COUNTER - The submittal requirements for a precise development plan are listed on the reverse of this page. Please check with the counter planner if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.

STEP 2 STAFF APPLICATION PROCESSING - A planner will be assigned to process your application. He/she will transmit your plans and any other pertinent materials to relevant public agencies for their review and comments.

Additional environmental review is not normally required if the precise development plan is in substantial conformance with the approved master plan.

STEP 3 DETERMINATION OF COMPLETENESS - The planner assigned to your project will review your application for completeness. State law requires that staff determine whether the application is complete within 30 days from submittal. You will be sent a Notice of Project Status informing you whether your application is complete or incomplete, and, if incomplete, what items must be submitted before processing can begin.

STEP 4 PUBLIC NOTICE - Once it has been determined that a complete application has been submitted and any necessary revisions have been completed, a notice of public hearing will be sent to the owner of all properties within 300 feet of your property. If a public hearing will be held, a notice will also be published in a newspaper. The notice will be mailed or APPEAR in the newspaper at least ten (10) days prior to the date of action and/or public hearing.

APPLICATION PROCESS (continued)

STEP 5 ACTION - Precise development plans will be reviewed by either the Director or the Planning Commission. If the precise development plan is in substantial conformance with the approved master plan, the Director may elect to take action on a precise development plan application without a public hearing. In all other instances, or if the approved master plan so requires, the Planning Commission will take action at a public hearing. The precise development plan may be approved, conditionally approved or denied. The Director's action will be in writing; the Planning Commission will render its decision in the form of a resolution.

If no building permit is issued in conjunction with the precise development plan, the plan shall expire two (2) years from the date of final approval. Upon request by the applicant, an extension for up to three (3) years from the date of initial expiration may be granted by the Director.

STEP 6 APPEAL - The action of the Director or Planning Commission is final unless an appeal in writing is received by the Marin County Community Development Agency, Planning Division within five (5) working days from the date of action. The Planning Commission will act on the appeal to sustain, modify, or overrule the previous action. Action taken by the Planning Commission may be appealed to the Board of Supervisors. Check at the Zoning Counter regarding applicable fees and other details of the appeal process.

FOR FURTHER INFORMATION

- ° Visit the Marin County Community Development Agency, Planning Division Zoning Counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4 p.m., or call (415) 499-6269.
- ° See Marin County Code, Title 20, Sections 20.06.025, 20.08.060, 20.56.060 and 20.56.080.

PRECISE DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

In order to file a precise development plan application, the following must be submitted:

1. A completed Zoning/Development Application.
2. Ten (10) copies of the following maps, plans plus a reduced set no larger than 11" x 17" or written material as applicable shall be submitted to the Marin County Community Development Agency, Planning Division. If the master plan and precise development plan are filed concurrently, the submission requirements may be modified to avoid duplication. The selection of submission requirements shall be by the Director.
 - a. Boundary survey map.
 - b. Final grading plans, showing existing and proposed grades, the extent of cut and fill, and slope angle of all banks. Contour lines of existing grades shall have the following maximum intervals:
 - ° Ten (10) foot contour interval for ground slope over fifteen percent;
 - ° Five (5) foot contour interval for ground slope below fifteen percent.

The scale shall be sufficiently large to show the details of the plan clearly (preferable one inch equals one hundred feet). All grades and elevations shall be based upon mean sea level datum for any property below an elevation of twenty-five feet above mean sea level.

SUBMITTAL REQUIREMENTS (continued)

- c. Precise drainage and flood control plans.
- d. Proposed site plan with precise dimensioned building locations, parking spaces, public areas, easements, vehicle and pedestrian circulation, including access to adjoining streets. The number of parking spaces per parking area shall be delineated.
- e. Landscaping plans (may be combined with site plan), including species, can size and irrigation and maintenance plans.
- f. Architectural plans for all buildings including floor plans, elevation, perspectives as necessary to illustrate design concept, color and material samples, and proposed signs.
- g. Summary statement on net and gross densities, area of public and private open space, coverage of land by structures, number and types of units, required and proposed number of parking and loading spaces, public utilities including methods of sewage disposal, and maintenance of all common facilities.
- h. Preliminary land division or subdivisions where applicable (may be filed concurrently).
- i. Location map which clearly shows the subject property in relationship to surrounding parcels and street system.

All maps and plans must contain the following:

- Name, address and phone number of the owner of record, applicant, architect, engineer and/or surveyor.
 - North arrow (north should be at the top of the sheet) and scale.
 - Date; revised copies should be clearly indicated with a new date and marked "revised".
3. A preliminary soils report based upon adequate test borings or excavations and prepared by a registered civil engineer.
 4. A preliminary geological report based upon adequate tests and prepared by a registered civil engineer or registered engineering geologist.
 5. Such additional information as may be required by the Director.
 6. Filing fee (see Fee Schedule).